Use this form to submit a complaint to the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) regarding your concern that a program accredited by or in candidacy with the CAA is not in compliance with the Standards for Accreditation. **You must include all of the required information below when submitting your complaint**.

The CAA handles all complaints in accordance with the policies and procedures set forth in Chapter XIII of the [*Accreditation Handbook*](https://caa.asha.org/siteassets/files/accreditation-handbook.pdf)*.* Before filing a complaint, it is strongly recommended that you read the CAA’s Complaint chapter in the *Accreditation Handbook*, which can be found online at <https://caa.asha.org/siteassets/files/accreditation-handbook.pdf>

**Complainant Information:**

|  |  |
| --- | --- |
| First Name: |  |
| Last Name: |  |
| Street Address: |  |
| City: |  |
| State: |  |
| Zip: |  |
| Email: |  |
| Daytime Phone: |  |
| Timeframe of the conduct that is the basis of the complaint: |  |
| Your relationship to the program (student, faculty, etc.): |  |
| Date of separation\* from the program, as relevant (if graduate, former student, former faculty or staff member): |  |

*\*For graduates, former students, or former faculty or staff filing a complaint, the date of separation should be the date on which the individual was no longer considered a student in or employee of the graduate program (i.e., graduation, resignation, official notice of withdrawal or termination), and after any institutional grievance or other review processes have been concluded.*

**Accredited or Candidate Program Against Which Complaint is Being Filed:**

|  |  |  |
| --- | --- | --- |
| Name of Institution: |  | |
| Name of Program: |  | |
| Program City: |  | |
| Program State: |  | |
| Professional Area: | ❑ Audiology | ❑ Speech-Language Pathology |

**If this complaint is being filed by a current or former student or faculty member, have all pertinent institutional grievance processes and review mechanisms been exhausted?**❑ Yes ❑ No

Briefly describe the grievance/review process that took place, including relevant dates. Append evidence that the process(es) have been completed. Please note: The CAA requires that the complainant exhaust all pertinent institutional grievance and review mechanisms before submitting a complaint to the CAA.

**Relevant CAA Standard(s)**Indicate the standard(s) for which you believe the program is not in compliance. The CAA will consider the complaint based on the Standards in effect at the time that the conduct for the complaint occurred, which can be no later than 4 years prior to the date of filing the complaint depending on the complainant’s relationship with the program. The current Standards for Accreditation are available online at <https://caa.asha.org/siteassets/files/accreditation-standards-for-graduate-programs.pdf>

**Description of Concern:**Specifically describe the issue(s) about which you are submitting the complaint. Please limit this description to a maximum of 1000 words.

**Describe how the standard(s) and the concern are related.**Explain why you believe the program does not comply with the identified standard(s).

I have read the CAA’s Complaint policy and procedures and agree to abide by it. I hereby certify that all of the information that I have provided to the CAA is true, accurate, and complete to the best of my knowledge**.**

I hereby waive confidentiality with regard to my identity, my written letter of complaint, and with regard to any and all materials I may submit in conjunction with the complaint to the Council on Academic Accreditation in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association concerning this program.

**Name of Complainant (Please print or type):**

**Signature of Complainant:**

**Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Return completed form and accompanying documents to:**

Chair, Council on Academic Accreditation in Audiology and Speech-Language Pathology

American Speech-Language-Hearing Association

2200 Research Boulevard, #310

Rockville, MD 20850

The CAA will review the complaint to determine if it meets the criteria to investigate and will notify you whether it will proceed with an investigation or has dismissed the complaint.